



**Honorable Julie A. Robinson**  
U.S. District Judge

**Kansas City Division**  
500 State Avenue  
Kansas City, KS 66101

# Notice of Vacancy Announcement

## **UNITED STATES District Court** District of Kansas

<b>Position:</b>	Term Law Clerk to Hon. Julie A. Robinson (temporary position)
<b>Tour of Duty:</b>	May 18, 2015- approximately September 1, 2015; full time (40 hours per week)
<b>Number of Positions:</b>	One
<b>Start Date:</b>	May 18, 2015
<b>Classification Level:</b>	JSP 11 to 13 (Step 1 - exception may apply if experience includes prior federal service)
<b>Salary Range:</b>	\$58,562 to \$83,468
<b>Location:</b>	Kansas City, Kansas
<b>Opening Date:</b>	April 16, 2015
<b>Closing Date:</b>	Open until filled
<b>Vacancy Number:</b>	KC 15-3

### **POSITION OVERVIEW:**

The term law clerk will assist the judge primarily in legal research and writing draft opinions and orders.

### **QUALIFICATION REQUIREMENTS:**

Graduate from an accredited law school. Word processing and computer-assisted legal research proficiency required. One year of experience as a judicial law clerk or practicing law preferred. Law Review experience preferred. Standing within the top 1/4 of law school class preferred. Admission to practice before highest court of a state/territory of the United States required for appointment at a JSP 12 or 13.

### **TO APPLY:**

To apply for this position, applicants are required to submit the following items: 1) a cover letter with salary requirements, 2) a chronological resume, and 3) a Federal Judicial Branch Application for Employment.

The application form is available on the court's website under "Court Information" then the "Employment Opportunities" tab at: <http://www.ksd.uscourts.gov>

Complete applications should be submitted by email to:

[ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

### **EMPLOYEE BENEFITS:**

A Term Law Clerk is eligible to participate in Federal Employees Health Insurance Program, Group Life Insurance Program, Long Term Care Insurance and Flexible Spending Accounts.

### **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

**\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***